

# COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT

## GALVESTON COUNTY

715 19<sup>TH</sup> STREET GALVESTON, TEXAS 77550  
409-766-2425 FAX: 409-770-5530



Dan Moore, Director

Kelly Bozeman, Deputy Director

## JOB ANNOUNCEMENT

**JOB TITLE:** Community Supervision Officer

**LOCATION:** Galveston County, Texas

**DUTIES:** Supervise a caseload of offenders placed under community supervision. Specific duties will be determined by the type of caseload assigned and may include but not be limited to: monitoring the probationer's compliance with the orders of the Court through routine office and field contacts to ensure community safety, assisting the probationer in locating services needed to bring about pro-social and law abiding behavior, conducting assessments and individualized supervision plans, conducting orientation/intake with new probationers, and reporting violations of probation to the appropriate authorities in a timely manner.

**QUALIFICATIONS:** A minimum of a bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board.

**CLOSING DATE:** When filled.

Persons interested in applying for this position should send a Galveston County employment application (found on Galveston County Human Resources website), a resume, certified college transcript, and a sample of technical writing skills, such as a cover letter, to:

Kelly Bozeman, Deputy Director  
G.C.C.S.C.D.  
715 19<sup>th</sup> Street  
Galveston, Texas 77550